

Membership Balance Plan Advisory Committee on Arlington Cemetery

Agency: Department of Defense (DoD)

- 1. Authority:** The Secretary of Defense, under the provision of Public Law 112-81 § 591, Dec. 31, 2011, National Defense Authorization Act for Fiscal Year 2012 (enacting in part 10 U.S.C. § 4723); the Federal Advisory Committee Act (FACA) of 1972 (5 U.S.C., Appendix, as amended); and 41 CFR § 102-3.50(a) (required by statute), established the Committee.
- 2. Mission/Function:** The Secretary Defense, through the Secretary of the Army, shall appoint an advisory committee on Arlington National Cemetery. The Secretary of the Army shall advise and consult with the advisory committee with respect to the administration of Arlington National Cemetery, the erection of memorials at the cemetery, and master planning for the cemetery.
- 3. Points of View:** The Committee shall be comprised of no more than 9 members, who are preeminent authorities in their respective fields of interest or expertise, including: cemetery management and operational issues, including bereavement practices; plans and strategies for addressing long-term cemetery governance challenges; erection of memorials and master planning; and cemetery resource planning and allocation. Members will be nominated as follows:
 - a. One member nominated by the Secretary of Veterans Affairs.
 - b. One member nominated by the Secretary of the American Battle Monuments Commission.
 - c. No more than 7 members nominated by the Secretary of the Army.

The Committee represents all elements of the U.S. government with interests in management of the Arlington National Cemetery.

The Department of Defense, in selecting potential candidates for the Committee, reviews the educational and professional credentials of individuals and bases its selections on this review and the subject matters being handled by the Committee. The Department has found that viewing the complex issues facing the Arlington National Cemetery, through a multi-discipline advisory committee provides DoD senior leadership and, more importantly the American public, with a broader understanding on which to base subsequent policy decisions.

Each member, based upon his or her individual and professional experiences, provides his or her best judgment on the matters before the Committee, and he or she does so without representing any particular point of view and in a manner that is free from conflict of interest. Committee members appointed by the Secretary of Defense, who are not full-time or permanent part-time Federal officers or employees, shall be appointed to serve as experts and consultants under the authority of 5 U.S.C. § 3109 and to serve as special government employees. Committee members shall be appointed on an annual basis by the Secretary of Defense.

The Committee's membership balance is not static and the Secretary of Defense may change the membership based upon work assigned to the Committee by the Secretary of Defense, the Deputy Secretary of Defense, or the Committee's sponsor. In addition, the Department, unless otherwise directed by an Act of Congress or Presidential directive, does not use representative members on DoD established or supported advisory committees.

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4. Other Balance Factors: N/A

- 5. Candidate Identification Process:** The Department, in selecting potential candidates for this advisory committee, reviews the educational and professional credentials of individuals with extensive professional experience in the areas of operation and management of cemeteries, to include: bereavement practices; erection of memorials and master planning; plans and strategies for addressing long-term governance challenges; and resource planning and allocation. Potential candidates are identified by the Committee's professional staff and senior DoD career and political officials.

Once potential candidates are identified, the Designated Federal Officer and the Committee's staff review the credentials of each individual, narrow the list of potential candidates and forward the list to the Secretary of the Army. During the Secretary of the Army review, he or she strives to achieve a balance between the educational and professional credentials of the individuals and the subjects that he or she anticipates will be reviewed by the Committee to achieve expertise in points of view regarding anticipated topics.

Prior to nominating the potential candidates, the list of candidates will undergo a review by the DoD Office of General Counsel and the Office of the Advisory Committee Management Officer to ensure compliance with Federal and DoD governance requirements; for example, compliance with the advisory committee's charter and membership balance plan. Following this review, the Secretary of the Army formally nominates the potential candidates to the Secretary of Defense for approval; pursuant to DoD policy, only the Secretary of Defense or the Deputy Secretary of Defense can invite or approve the appointment of individuals to advisory committees established or supported by the DoD.

Following Secretary of Defense or Deputy Secretary of Defense approval, the approved candidates are required to complete the necessary appointment paperwork, to include meeting ethics requirements stipulated by the Office of Government Ethics for advisory committee members.

Committee and subcommittee member vacancies will be filled in the same manner as described in the previous four paragraphs above.

The Secretary of Defense may approve the appointment of Committee members for one to four year terms of service; however, no member, unless authorized by the Secretary of Defense, may serve more than two consecutive terms of service. This same term of service limitation also applies to any DoD authorized subcommittees.

- 6. Subcommittee Balance:** The Department, when necessary, and consistent with the Committee's mission and DoD policies and procedures, may establish subcommittees to support the Committee. Establishment of subcommittees will be based upon a written determination, to include terms of reference, by the Secretary of Defense, the Deputy Secretary of Defense, or the Committee's sponsor.

The Committee has three permanent subcommittees. Each subcommittee member should have extensive professional experience in one of the following areas of operation and management of

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cemeteries: bereavement practices; erection of memorials and master planning; plans and strategies for addressing long-term governance challenges; and resource planning and allocation.

- The Honor Subcommittee shall be comprised of no more than 9 members. The primary focus of this subcommittee is to review and provide recommendations to the parent Committee on extending the future of active burial gravesites, veteran eligibility criteria and master planning. The estimated number of subcommittee meetings is up to 12 times per year.
- The Remember Subcommittee shall be comprised of no more than 9 members. The primary focus of this subcommittee is to review and provide recommendations to the parent Committee on efforts to preserve and care for the Tomb of the Unknown Soldier. The estimated number of subcommittee meetings is up to 12 times per year.
- The Explore Subcommittee shall be comprised of no more than 9 members. The primary focus of this subcommittee is to review and provide recommendations to the parent Committee on efforts to preserve the historic essence of Arlington National Cemetery and development of an interactive means to share this unique history with the nation and the world. The estimated number of subcommittee meetings is up to 12 times per year.

The Secretary of Defense or the Deputy Secretary of Defense shall approve the appointment of subcommittee members in the same manner as Committee appointments are made, and these individuals may come from the parent committee or new nominees, as recommended by the Committee's sponsor and based upon the matters under consideration.

As required by the Committee's charter, these subcommittees operate under the provisions of FACA, the Government in the Sunshine Act of 1976 (5 U.S.C. § 552b), governing Federal statutes and regulations, and governing DoD policies/procedures.

- 7. Other:** The DoD adheres to the rules and regulations issued by the Office of Government Ethics and the Administration's prohibition against registered Federal lobbyists.

- 8. Prepared:** July 31, 2012